

# Policies

Payment shall be made at the time of lesson unless previously arranged. Cash, check and Venmo are accepted.

Cancelation of a lesson for **SICKNESS** only must be received by 10:00 a.m. on the day PREVIOUS to the lesson in order to not be charged. NO MAKEUP LESSONS are given. I make every effort to fill lesson times for even last minute cancelations. If the lesson time is taken by another singer you are not obligated to pay.

Cancelation due to traveling, rehearsals, sporting events, doctors appointments and other situations must be given at least one week in advance (preferably MUCH longer) in writing VIA EMAIL. You are welcome to trade lesson times with another singer when last minute situations occur.

If you forget a lesson, make a scheduling mistake or fail to show up for scheduled time you forfeit the lesson fee.

Missed Lessons: You are encouraged to attend another singers lesson to make up for a missed lesson. Additionally, two Masterclasses will be scheduled a year for makeup lesson time. You are welcome to attend if you've missed a lesson due to last minute cancelation for sickness.

## **PREPARING FOR YOUR FIRST LESSON:**

Two copies of music should be brought to each lesson for music theatre and classical music. One copy must be front to back and placed in a 3-ring binder for the pianist/ teacher.

If music books, CD's or other items are borrowed from the studio please make certain they are returned within one week, unless previous arrangements are made.

Please park across the street from my home.

If I am in the studio you may ring the bell, take off shoes and enter. There is a bench in the entryway. Although I do not have much of a waiting area so a timely arrival is appreciated. If I am **NOT** currently in the studio, please ring the bell and wait for me to let you in. These logistics are for every lesson.

By signing below you indicate understanding these policies.

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Student Signature

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Parent Signature (if necessary)